Micro-Routine Template

Design Your Foresight Micro-Routine

Goal: Create one small foresight habit that fits into your existing work routine.

A good micro-routine should be **simple, repeatable and connected to an existing process whenever possible.** Keep it small: ideally **5–30 minutes** and no more than **1–3 simple steps**.

1. PURPOSE

What should this routine help us notice, understand or decide?

_____

2. ANCHOR

Which existing meeting, process or workflow can we use?

Examples: team meeting, management meeting, strategy review, project retrospective, product development meeting, OKR review.

_____

3. TRIGGER & FREQUENCY

When will the routine happen?

☐ Weekly
☐ Monthly
☐ Quarterly
☐ Before important decisions
☐ After a relevant external event
☐ Other: _____

4. THE MICRO-ROUTINE

Keep the routine to a maximum of **three simple steps**.

STEP 1 – SENSE
What has changed? What new signal, trend or development have we noticed?

_____

STEP 2 – INTERPRET
What could this mean for our organisation, customers, market or strategy?

_____

STEP 3 – ACT
What do we do next?

☐ Continue monitoring
☐ Explore further
☐ Discuss with others

☐ Prepare an action
☐ Adapt a decision or plan
☐ No action needed for now

5. OWNER

Who keeps the routine active?

Name / Role: _____

Possible options: Foresight Lead, manager, team member or rotating Foresight Observer.

6. OUTPUT & REVIEW

What small result will we capture after each routine?

☐ One relevant signal
☐ One implication
☐ One follow-up action
☐ Updated Trend Profile
☐ Monitoring decision
☐ Other: _____

When will we review whether the routine is useful?

Review date: _____

MICRO-ROUTINE FORMULA

Existing Process + Future-Oriented Question + Clear Owner + Small Output = Sustainable Foresight Habit

Example: Monthly Future Check

Purpose:
Identify external changes that may affect our customers or business model.

Anchor:
Monthly management meeting.

Trigger & Frequency:
Once per month, 15 minutes.

Routine:

1. Each participant shares one relevant signal or external change.
2. The team selects one signal and discusses its possible implications.
3. The team decides whether to monitor, explore or act.

Owner:
Rotating Foresight Observer.

Output:
A short written record of the signal and the team's next step.

Recorded signal: Two customers asked for repairable products.
Follow-up decision: Sales checks whether demand is growing and reports back at the next monthly meeting.